

# Agenda Item Form

Agenda Date: AUG 10, 2004

Districts Affected: All

Dept. Head/Contact Information: Byron E. Johnson

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution                                  | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                  | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input checked="" type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                       | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input type="checkbox"/> Other _____                                 |   |  |

## Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: \_\_\_\_\_ Months)
- ☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): None      ☐ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Performance Auditing Services for Delinquent Tax Collection Contract Revised

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

\_\_\_\_\_

Statutory or Citizen Concerns:

\_\_\_\_\_

Departmental Concerns:

\_\_\_\_\_

DATE: August 3, 2004

TO: Municipal Clerk

FROM: Byron E. Johnson, C.P.M.  
Director of Purchasing x 4313



THRU: Aurora Wells  
Interim Bid Clerk ext. 4038

Pease place the following item on the **CONSENT** agenda for the Council Meeting of **AUGUST 10, 2004.**

Item should read as follows:

Bid No.:	2004-205R	Performance Auditing Services for Delinquent Tax Collection Service Contract
Award to:		Lauterback, Borschow & Co., P.C. El Paso, Texas
Item (s):		All
Amount:		\$29,000.00

Department:	Office of Management and Budget
Funds available:	99011273-01101-505413
Funding source:	Office of Management & Budget- Operating Funds Special Items
Total award:	\$29,000.00
District (s):	All

The review committee for the Award of Performance Auditing Services For Delinquent Tax Collection has met and reviewed the responsive Proposals that were received. It is the recommendation of the committee to award the RFP to this firm. The proposal response addressed the scope and intent of the RFP.

Additionally, random companies were selected from the list that had expressed interest in the RFP to determine why they did not submit responses. Most companies declined to submit a proposal.

Additionally, it is requested authorization for City staff to negotiate, City Attorney's Office to review, and the Mayor be authorized to execute any related contract documents and agreements necessary during the contract.

Contact person: Ray Heredia, Procurement Analyst at 541-4316.

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AGENDA FOR: **AUGUST 10, 2004**

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DATE: August 3, 2004

PROJECT: PERFORMANCE AUDITING SERVICES FOR DELINQUENT TAX COLLECTION
SERVICE CONTRACT
BID NO.: 2004-205R DEPARTMENT: OFFICE OF MANAGEMENT & BUDGET
BUDGET No.: 99011273-01101-505413 OPERATING FUNDS – SPECIAL ITEMS
FUNDING SOURCE: OFFICE OF MANAGEMENT & BUDGET
DISTRICT(S): ALL

\*\*\*\*\*

RECOMMENDATION:	VENDOR #1:	Lauterbach, Borschow & Co., P.C.
		EL PASO TX
		ITEMS ALL
		TOTAL AWARD: \$29,000.00

The review committee for the Award of Performance Auditing Services For Delinquent Tax Collection has met and reviewed the responsive Proposals that were received. It is the recommendation of the committee to award the RFP to this firm. The proposal response addressed the scope and intent of the RFP.

Additionally, random companies were selected from the list that had expressed interest in the RFP to determine why they did not submit responses. Most companies declined to submit a proposal.

Additionally, it is requested authorization for City staff to negotiate, City Attorney's Office to review, and the Mayor be authorized to execute any related contract documents and agreements necessary during the contract.

BIDS SOLICITED	<u>42</u>
BIDS LOCALS	<u>15</u>
BIDS RECEIVED	<u>02</u>
BIDS SVCS	<u>06</u>
"NO BIDS" RECEIVED	02

CURRENT TAXES PAID \_\_\_\_\_  
OUT-OF-TOWN \_\_\_\_\_

TOTAL RECOMMENDED AWARDS: \$29,000.00.

\*\*\*\*\*

COUNCIL: APPROVED \_\_\_\_\_ REJECTED \_\_\_\_\_ CITY CLERK \_\_\_\_\_

\*\*\*\*\*

APPROVED:

COUNCIL MEETING OF **AUGUST 10, 2004**

BYRON E. JOHNSON, C.P.M.  
DIRECTOR OF PURCHASING

## **Consent Agenda for August 10, 2004**

BID NO.: 2004-205R Performance Auditing Services for  
Delinquent Tax Collection Service Contract

Award to: Lauterback, Borschow & Co., P.C.  
El Paso, TX

Item No. All

Award Amount \$29,000.00

This is a one-time contract

Department: Office of Management and Budget

Funds available: 99011273-01101-505413

Funding source: Office of Management & Budget – Operating Funds  
Special Items

Total Award: \$29,000.00


District(s): All

# City of El Paso

## Committee Evaluation Form

Proposal: To provide Performance Auditing Svcs to Delinquent Tax collection Svcs contract

EVALUATION FACTORS	Lauterbach, Borschow & Company, P.C.	Marcus, Fairall, Bristol & Co., LLP
<b>1.Mandatory Elements</b> The firm licensed in the State of Texas The firm has no conflict of interest with regard to any other work performed by the firm for the City of El Paso, Texas or the firm to be reviewed The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal Firms that do not submit a work plan will be considered non-responsive.	Yes  None Yes Work Plan Included	Yes  None Yes Work Plan Included
<b>2.Techincal Quality:(Maximum Points-70)</b> <b>A. Expertise and Experience</b> 1.) The firm's past experience and performance on comparable government contracts (35)	35	32
2.) The quality of the firm's professional personnel to be assigned to the contract (15) and the quality of the firm's management support personnel to be available for technical consultation and the work plan.	14	14
3.) The firm is a company that operates as a business in the City of El Paso, is a El Paso local business entity or is subcontracting a portion or portions of the work to companies in the City of El Paso (0-20 points maxin	20	20
<b>3.) Price:(maximum points-30)</b>	26	28
-		
Base Cost	\$ 24,850.00	26,000.00
Section IIE	3,600.00	-
	550.00	-
Total Cost Proposed	\$ 29,000.00	\$ 26,000.00
Total Points	95	94
Rank	1	2

  
Reviewer: William Chapman

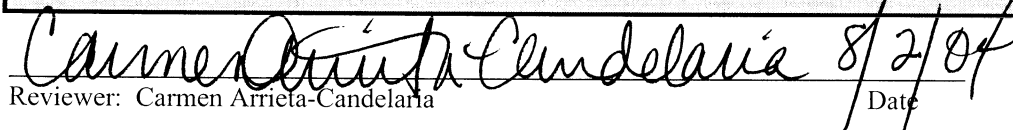
8/2/04  
Date

## City of El Paso

### Committee Evaluation Form

Proposal: To provide Performance Auditing Svcs to Delinquent Tax collection Svcs contract

EVALUATION FACTORS	Lauterbach, Borschow & Company, P.C.	Marcus, Fairall, Bristol & Co., LLP
<b><u>1.Mandatory Elements</u></b>		
The firm licensed in the State of Texas	Yes	Yes
The firm has no conflict of interest with regard to any other work performed by the firm for the City of El Paso, Texas or the firm to be reviewed	None	None
The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal	Yes	Yes
Firms that do not submit a work plan will be considered non-responsive.	Work Plan Included	Work Plan Included
<b><u>2.Techincal Quality:(Maximum Points-70)</u></b>		
<b><u>A. Expertise and Experience</u></b>		
1.) The firm's past experience and performance on comparable government contracts (35)	35	30
2.) The quality of the firm's professional personnel to be assigned to the contract (15)	14	12
and the quality of the firm's management support personnel to be available for technical consultation and the work plan.		
3.) The firm is a company that operates as a business in the City of El Paso, is a El Paso local business entity or is subcontracting a portion or portions of the work to companies in the City of El Paso		
(0-20 points maximum)	20	20
<b><u>3.) Price:(maximum points-30)</u></b>	25	30
-		
Base Cost	\$ 24,850.00	26,000.00
Section IIE	3,600.00	-
	550.00	-
Total Cost Proposed	\$ 29,000.00	\$ 26,000.00
<b>Total Points</b>	<b>94</b>	<b>92</b>
<b>Rank</b>	<b>1</b>	<b>2</b>


  
 Reviewer: Carmen Arrieta-Candelaria
 
 Date: 8/2/04

Notes: Revised plan of action and software capabilities.

**MAXIMUS**  
ATTN: ERIC MIDDLETON  
10474 SANTA MONICA BLVD., STE. 208  
LOS ANGELES, CA 90025

**HEWITT ASSOCIATES**  
2201 WEST ROYAL LANE, SUITE 100  
IRVING, TX 75063

**HM NETWORK**  
ATTN: JOHN D. HARRISON  
P O BOX 5147  
WACO, TX 76708-5147

**TEXAS FIRST GROUP REPLACEMENT SVS**  
INTERIM MANAGEMENT SERVICES  
ATTN: DON DAVIS  
786 SHIN OAK WAY  
KERRVILLE, TX 78028

**H C SMITH LTD**  
ATTN: HERBERT C. SMITH, PHD  
20600 CHAGRIN BLVD., SUITE 200  
SHAKER HEIGHTS, OH 44122-5334

**TRAVIS MILLER**  
THE MATRIX CONSULTING GROUP  
816 LAKERIDGE DRIVE  
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EL PASO, TX

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EL PASO, TX

**CREDITRON CORPORATION**  
ATTN: GAY BRUMLEY  
95 EASTRIDGE DRIVE  
EUSTIS, FL 32726

**MERCER HUMAN RESOURCES**  
CONSULTANTS  
ATTN: MIKE NUNEZ  
201 THIRD STREET NW, SUITE 1450  
ALBUQUERQUE, NM 87102  
WATSON WYATT CONSULTING  
ATTN: PHIL SORGEL  
2001 ROSS AVENUE, SUITE 4200  
DALLAS, TX 75201-2989

**CPS EXECUTIVE SEARCH**  
ATTN: DAVE HARRIS  
241 LATHROP WAY  
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ATTN: SAM OLADIPO  
**MORTGAGE ADVANTAGE**  
PERSONNEL, INC.  
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DALLAS, TX 75370

**RALPH ANDERSEN & ASSOCIATES**  
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RICHARDSON, TX 75082

ATTN: MIKE CALLY JR.  
**GC SERVICES L.P.**  
6330 GULFTON  
HOUSTON, TX 77081

**BIXLER & CO., LLP**  
1280 HAWKINS BLVD  
EL PASO, TX

**BUTTERWORTH & MACIAS, PC**  
600 SUNLAND PARK DR. BLDG 2  
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4130 RIO BRAVO STE B  
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DOVER, DE 19904

**JOHNSON & ASSOCIATED**  
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8308 TECUMSEH DRIVE  
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**THE OLDANI GROUP**  
ATTN: JERROLD OLDANI  
188 106<sup>TH</sup> AVE N E, STE. 420  
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**DM DICKASON**  
ATTN: JOE RUTKOWSKI  
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EL PASO, TX 79912

**THE PAR GROUP-PAUL REAUME, LTD.**  
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LAKE BLUFF, IL 60044

ATTN: STEPHANIE WOLF  
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ATTN: JIM EDGE  
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6006 N. MESA  
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MCLEAN, VA 22101**

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**RICHARD CASTRO  
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**ATTN: CAROL WINDHAM  
REVENUE DISCOVERY SYSTEMS  
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BIRMINGHAM, ALABAMA 35233**

**MRI  
ATTN: ALMA CHAVEZ  
6006 N MESA STREET, SUITE 408  
EL PASO, TX 79912-4623**



BID INFORMATION SERVICE  
(ALL BIDS ARE ADVERTISED)

BID NET PROCESSING CENTER  
PO BOX 5600  
ALBANY, NY 12205

GREATER EL PASO CHAMBER OF COMMERCE  
ONE CIVIC CENTER PLAZA  
EL PASO, TX 79901

EL PASO HISPANIC CHAMBER OF COMMERCE  
2829 MONTANA AVE, B-100  
EL PASO, TX 79903

EL PASO TIMES NEWSPAPER  
CLASSIFIED/LEGAL SECTION  
PO BOX 20  
EL PASO, TX 79999

CONTRACT OPPORTUNITY CENTER  
4791 N. MESA  
EL PASO, TX 79902

SAM'S CLUB  
7970 NORTH MESA  
EL PASO, TX 79932

SUBCONTRACTORS ASSOCIATION  
PO BOX 3612  
EL PASO, TX 79923

COMMERCE BUSINESS WEEKLY  
2626 NORTHEAST #103  
EL PASO, TX 79902

BLACK CHAMBER OF COMMERCE  
ONE CIVIC CENTER PLAZA  
EL PASO, TX 79901